

September 10, 2013 - Regular Meeting
Agenda Item #20

Subject

ABACA Management, Inc., Refund

Briefings

None

Contact and/or Presenter Information

Presenter:

Dinorah DiFonzo, Fiscal Services Manager, Ext. 6012

Contact:

Cynthia Gray, Sr. Administrative Specialist, Ext. 6002

APPROVED in Open Session
September 10, 2013
Manatee County Board of County
Commissioners

Action Requested

Approve a refund to ABACA Management, Incorporated (Mary and Joseph Miele) in the amount of \$837.34.

Enabling/Regulating Authority

Parks and Recreation Department Fee Schedule, R-11-116, specifically Exhibit B (Policies), Section E.

Background Discussion

On August 12, 2013, Mary Miele purchased an annual couple racquet membership in the amount of \$852.00, using her company's credit card from ABACA Management, Incorporated.

Joseph Miele came in the next day and communicated his spouse had requested the wrong type of membership, and had intended to enroll in the bank draft program our department offers for annual recreation memberships.

At that time, Joseph Miele registered for the correct membership type and enrolled in the bank draft program, paying all applicable fees. Joseph Miele completed a Refund Request Form, requesting reimbursement for the racquet membership his spouse had paid the prior day.

Staff has prorated the refund request, assessing the required administrative fee. The total refund amount totals \$837.34.

Board of County Commissioner's approval is required for all refunds over \$500.

County Attorney Review

Not Reviewed (No apparent legal issues)

Explanation of Other

Reviewing Attorney

N/A

Instructions to Board Records

Please provide original Board approved copies to Cynthia Gray and Dinorah DiFonzo.

9/12/13 QA emailed to Cynthia and Dinorah

Cost and Funds Source Account Number and Name

001000000-347219

Amount and Frequency of Recurring Costs

\$837.34 One Time

Attachment: [Miele - Refund.pdf](#)

MANATEE COUNTY PARKS & RECREATION DEPARTMENT REFUND/CREDIT REQUEST FORM

Manatee County Parks & Recreation Department activity and facility fees are not refundable except under the following guidelines as per Resolution R-09-142:

A. REFUNDS

PROGRAMS/ACTIVITIES

- A written recommendation from a doctor (for two (2) or more absences) indicating that the individual should withdraw from an activity or program shall be entitled to a full or prorated refund. No administrative fee will be assessed.
- In the event that an activity or program is cancelled by Parks & Recreation Department, the individual or group would be entitled to a full or prorated refund or credit. There would be no administrative fee assessed.
- Refunds are subject to a twenty percent (20%) administrative fee of the total amount, not to exceed \$10.00.
- All refund requests must be accompanied by an original receipt or a copy of the cancelled check.

PAVILION RENTALS

- Pavilion rental fees are non-refundable. In the event a pavilion reservation is cancelled by the customer (minimum of 2 weeks prior to the rental date), a credit may be requested and can be used toward another rental, program or activity within ninety (90) days from the original request.

B. CREDITS

- Credits can be applied within thirty (30) days from one program activity and used toward another activity within ninety (90) days from the original request.
- Credit requests may be provided in the absence of an original receipt or cancelled check if County records establish payment.

Date: 8/13/13

Refund Credit

Requestor's Name (print): Mary Miele Phone: 941-792-5607

Address: 2030 84th St Cir, NW City: Bradenton Zip: 34209

Facility or Program: Annual Tennis membership Participant's Name: _____

Date(s) Cancelled or Missed: 8/12/13 to 8/12/14 Missed Tennis

Reason for Request: want annual Rec bank draft from a different account.

Signature of Requestor: Joseph Thwait

STAFF USE ONLY:

CALCULATIONS & COMMENTS

see prorated sheet

TOTAL OF REFUND/CREDIT: 837.34

Preparer & Reviewer Signature: Karen Colburn Date: 8/13/13

Fiscal Division Approval: R. Patule Date: 8-14-13

Director Approval: Annarah D'Amico Date: 8/20/13

CA
8/13/13
KCP
8/12/13



PASS SALES RECEIPT

Receipt # 401363
Payment Date: 08/12/13
Household #: 37627

Manatee County Parks and Recreation
5502 33rd Ave. Dr. W.
Bradenton FL 34209

Mary J. Miele
2030 84th St Cir NW
Bradenton FL 34209

Hm Ph: (941)792-5607

Phone:

Pass Details

Pass Holder: Mary J. Miele
Pass Type: Annual Couple (RACPL), #10629
Valid Dates: 08/12/2013 to 08/12/2014 (New Pass Registration)
Pass Comments: A tennis membership includes the use of the clay and hard tennis courts, racquetball courts, pool, gymnasium, fitness center, wellness orientation, game room and two annual guest passes.

Pass Holder: Joseph Miele
Pass Type: Annual cou. 2nd (RACPL2ND), #10630
Valid Dates: 08/12/2013 to 08/12/2014 (New Pass Registration)
Pass Comments: A tennis membership includes the use of the clay and hard tennis courts, racquetball courts, pool, gymnasium, fitness center, wellness orientation, game room and two annual guest passes.

Processed on 08/12/13 @ 15:15:37 by KCR

Table with financial summary: FEES CHARGED ON NEW LINE ITEMS (+) 800.00, TAX CHARGED ON NEW FEES (+) 52.00, NEW AMOUNT DUE 852.00, PREVIOUS NET HOUSEHOLD BALANCE 0.00, TOTAL DUE 852.00, NEW FEES PAID ON THIS RECEIPT (-) 852.00, TOTAL PAID 852.00, NEW NET HOUSEHOLD BALANCE 0.00

Payment of ==> 852.00 Made By ==> VISA/MC Auth: Card#: xxxxxxxxxxxx With Reference ==> 416

MANATEE CTY PARKS & REC 5502 33RD AVE DRIVE W BRADENTON FL 34209
TERMINAL ID : 79739864
MERCHANT #: 439134758164658
VISA *****4015
SALE
BATCH: 080860
INVOICE: 004689 15:09
AUG 12, 13
RNH: 322419201038
AUTH NO: 101350
AMT ID: 1 TAX AMOUNT: \$52.00
TOTAL \$852.00
ARCA MANAGEMENT INC THANK YOU

PARKS RECREATION
FISCAL SERVICES

REFUND PRORATION CALCULATION

| | | |
|---|----------|-----|
| Number of Days in Membership Pass Duration | Dates | |
| Enter Begin Date | 08/12/13 | 365 |
| Enter End Date | 08/12/14 | |
| Less Holidays (based on closure of Recreation Center) | | 0 |
| Total Usable Days | | 365 |

Choose One Section

| | | |
|---------------------|----------|---|
| Number of Days Used | | |
| Enter Begin Date | 08/12/13 | 2 |
| Enter End Date | 08/13/13 | |

OR

| | | |
|--|--|---------|
| Number of Days Excused (due to illness or injury) | | |
| Enter Begin Date | | #VALUE! |
| Enter End Date | | |

| | | |
|---------------------------------------|--------|--------------|
| Daily Amount Calculation | | |
| Enter Original Payment Amount Pre-Tax | 800.00 | 2.19 Per Day |
| # Of Days Used/Not Used | 2 | \$4.38 |

PRORATION AMOUNT CALCULATION

| | | |
|--|----------|------------------------------------|
| Original Amt Less Tax | \$800.00 | |
| Less # Of Days Used Prorated Less Tax | -\$4.38 | |
| Total Refund Amount prior to taxes | \$795.62 | |
| <i>Amount of refund to enter on Audit Slip</i> | \$795.62 | |
| <i>Amount of Tax to enter on Audit Slip</i> | \$51.72 | |
| Less Admin Fee If Applicable | -\$10.00 | ** Must enter this # as a negative |
| TOTAL REFUND | \$837.34 | |

Areas In Red require entry
 ***DO NOT ENTER AMOUNTS IN ALL OTHER AREAS
 AS THEY CONTAIN FORMULAS***

Prepared By: Karen Corbett

Date: 8/13/13



Detail by Entity Name

Florida Profit Corporation

ABACA MANAGEMENT INC.

Filing Information

| | |
|-----------------|--------------|
| Document Number | P08000102816 |
| FEI/EIN Number | 263802633 |
| Date Filed | 11/19/2008 |
| State | FL |
| Status | ACTIVE |
| Effective Date | 11/19/2008 |

Principal Address

7322 MANATEE AVE WEST
#344
BRADENTON, FL 34209

Mailing Address

7322 MANATEE AVE WEST
#344
BRADENTON, FL 34209

Registered Agent Name & Address

MIELE, JOSEPH F
7322 MANATEE AVE WEST
#344
BRADENTON, FL 34209

Officer/Director Detail

Name & Address

Title P,D

MIELE, JOSEPH F
7322 MANATEE AVE WEST #344
BRADENTON, FL 34209

Title S

MIELE, ASHLEY M
7322 MANATEE AVE WEST,#344
BRADENTON, FL 34209

Title T

MIELE, MARY J
7322 MANATEE AVE WEST #344
BRADENTON, FL 34209

Annual Reports

| Report Year | Filed Date |
|-------------|------------|
| 2011 | 05/02/2011 |
| 2012 | 04/02/2012 |
| 2013 | 01/17/2013 |

Document Images

| | |
|---|--|
| 01/17/2013 -- ANNUAL REPORT | View image in PDF format |
| 04/02/2012 -- ANNUAL REPORT | View image in PDF format |
| 05/02/2011 -- ANNUAL REPORT | View image in PDF format |
| 04/07/2010 -- ANNUAL REPORT | View image in PDF format |
| 04/29/2009 -- ANNUAL REPORT | View image in PDF format |
| 11/19/2008 -- Domestic Profit | View image in PDF format |

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